

**Instructions for Completing  
FORM SPO-H-206D BUDGET JUSTIFICATION  
TRAVEL - OUT OF STATE**

<b>Applicant/Provider:</b>	Enter the Applicant's legal name.
<b>Period:</b>	Enter the time period for which this budget will cover; usually, this will cover a fiscal year.
<b>Date Prepared</b>	Enter the date this justification was prepared.
<b>NAME OF EMPLOYEE &amp; TITLE</b>	Enter name and/or position title for individual(s) who will be traveling.
<b>DESTINATION</b>	Enter destination and purpose of travel (e.g., training, provision of services, etc.) Travel must be directly related to the program.
<b>NO. DAYS</b>	Enter the estimated number of days of travel.
<b>PER DIEM A</b>	Enter the per diem or subsistence amount requested (i.e., per diem rate multiplied by the number of days of travel.) Per diem should be based on the applicant's per diem policy and should not exceed the maximum allowed by the state purchasing agency.
<b>AIR FARE B</b>	Enter the cost of airfare. First-class travel is not allowed.
<b>TRANSPORTATION C</b>	Enter the estimated cost of ground transportation, based on the applicant's ground transportation policy.
<b>TOTAL</b>	Enter column totals for columns A, B and C and the total travel cost (A+B+C). If the purpose of travel relates to two or more programs, costs for the per diem or subsistence, airfare, and taxi/bus/car should be prorated in accord with a cost allocation method approved by the state purchasing agency.
<b>JUSTIFICATION/ COMMENTS:</b>	Explain need for travel, for delivery of this service activity. Attach additional sheets, if necessary. Prior approval from the state purchasing agency is needed for out-of-state travel.

Contract No. (As Applicable): DHS-97-001Period: 07/01/95 to 06/30/96

Date Prepared: 02/14/95

Name Of Employee & Title	Destination	No. Days	Per Diem Or Subsistence A	Airfare B	Transportation C	Total A+B+C
1 Mary Smith, Program Director	Portland, Oregon (Training)	4	455	400	80	935
2 Patrick Lau, Case Manager	Portland, Oregon (Training)	4	455	400	80	935
3						
4						
5						
TOTAL:		8	\$910	\$800	\$160	\$1,870

1. and 2. = To attend the national conference on client advocacy, presenting the nation's foremost advocacy experts and to make a presentation on Hawai'i's advocacy programs.